

Job Code.....100510-2019
Position #: (NUNC)7574
Developed by:JVW
Reviewed by:SG; DLJ
Approved by:
Date:..... 11/15; 01/19

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Business Analyst, Business Services
DIVISION: Administration and Finance
REPORTS TO: Assistant Vice President, Business Services
GRADE: 10
SUPERVISES: May supervise support staff and students

BASIC FUNCTION:

Assist the Assistant Vice President and staff with administrative and financial functions related to department budgets, capital funding, contract management, and real estate; research and troubleshoot issues needing resolution within the Division. Handle information of a sensitive and confidential nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in the preparation and processing of confidential and important/complex documents, correspondence, agreements, and leases. Research and draft written responses; review communications prepared by others for the Assistant Vice President's signature.

Research and compile information for use in impact statements and analyses, presentations, meetings and decision making. Responsible for obtaining information and making recommendations related to specific problems, activities, or policies.

Develop and maintain complex spreadsheets for use by the Assistant Vice and staff as required. Create PowerPoint, Excel and other report documents to be used at various meetings. Assist with compiling data for these and other presentations.

Coordinate and facilitate various divisional activities, including Web site support to departments within the Division and Business Services website.

Develop and maintain various office files, digital files, contractual, personnel and budget records, and ensure their confidentiality.

Act as a point of contact between the Assistant Vice President and the Council on Postsecondary Education, State Budget Office, State Properties Committee, Department of Administration and other State agencies.

Effectively manage the Assistant Vice President's calendar and schedule. Track and notify the Assistant Vice President of important deadlines, such as lease renewals and submission dates for agenda items to the Council on Postsecondary Education, Facilities and Finance Committee, and State Properties Committee.

Maintain a current and prioritized agenda of issues and major items requiring attention and response by the Assistant Vice President, ensuring prompt responses or follow through on requests for decision and action.

Assist in the preparation of agenda items for submission to the Council on Postsecondary Education, Facilities and Finance, and State Properties Committee.

Provide confidential administrative services for all staff of the Office of the Assistant Vice President, including the following: arrange and schedule meetings, type reports, correspondence, and related materials, make travel arrangements; draft and respond to routine correspondence.

Answer phones, greet visitors, and disseminate information to a diverse constituency. Exhibiting a high degree of tact and sensitivity, deal directly with the public, students, faculty, staff, and officials (both within and outside the University) on behalf of the Assistant Vice President and staff.

Process all procurements including, but not limited to, office supplies, computer equipment, building rental lease agreements, and special services such as real estate appraisals for the Division.

Assist the staff of the Assistant Vice President with various ad hoc administrative and financial requests as needed.

Serve as liaison to all customers.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

Supervise support staff as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, scanners; word processing, spreadsheet, database management and scheduling software; fax and copying machines; calculator.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's Degree; Minimum of five years of progressively responsible experience in an administrative support capacity in a complex professional environment; Demonstrated mathematical, analytical, and problem-solving skills; Demonstrated time management and organizational skills; Demonstrated ability to coordinate complex management tasks and to balance multiple priorities; Demonstrated ability to work independently; Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations, and to communicate the interpretation to others; Demonstrated experience in word processing, spreadsheets, and database and scheduling software; Demonstrated experience with PeopleSoft (or similar Oracle-based human resource and financial software); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to maintain confidentiality; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Bachelor's Degree in Business Administration or related field; Minimum of three years of experience in an administrative support capacity in a higher education institution; Demonstrated knowledge of budgetary processes and analyses; Demonstrated experience developing and implementing administrative policies and procedures; and, Demonstrated experience with web-site development software.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.